

ACTIVATE/TRANSFER APPLICATION

A check or money order payable to the TREASURER OF VIRGINIA, or a completed credit card insert must be mailed with your application package. APPLICATION FEES ARE NOT REFUNDABLE.

Select the **one** license action you are requesting.

Action	Fee	X
Activation of individual license	\$ 60.00	<input type="checkbox"/>
Transfer of individual license	\$ 60.00	<input type="checkbox"/>

- | | | | | |
|---|--|----------------------|----------------------|-----------------------------|
| 1. Legal Name | _____ | _____ | _____ | _____ |
| | First | Middle | Last | Generation
(SR, JR, III) |
| 2. Professional Name (if applicable) | _____ | | | |
| | Enter professional name to be used along with the legal name entered in #1.
(first or last name of your legal name must be included in your professional name) | | | |
| 3. Social Security Number * | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4. Home Street Address (no PO Box) | _____ | | | |
| City, State, Zip Code | _____ | | | |
| 5. Mailing Address | _____ | | | |
| City, State, Zip Code | _____ | | | |
| 6. Telephone & Facsimile Numbers | () - _____ | () - _____ | () - _____ | |
| | Telephone | Facsimile | Beeper/Cellular | |
| 7. Individual's (10-digit) Virginia Real Estate License Number | _____ | | | |
| 8. Have you ever been subject to a disciplinary action imposed by <u>any</u> (including Virginia) local, state or national regulatory body? | | | | |
| No | <input type="checkbox"/> | | | |
| Yes | <input type="checkbox"/> If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision. | | | |
| 9.A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of a misdemeanor involving moral turpitude, sexual offense, drug distribution or physical injury within the past five years there being no appeal pending therefrom or the time for appeal having elapsed? Any plea of nolo contendere shall be considered a conviction. | | | | |
| No | <input type="checkbox"/> | | | |
| Yes | <input type="checkbox"/> If yes, list the misdemeanor conviction(s). Attach your original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper. | | | |

OFFICE USE ONLY	DATE	FEE	CLASS OF FEE	0225	LICENSE NUMBER	ISSUE DATE
-----------------------	------	-----	--------------	------	----------------	------------

- 9.B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of **any felony** there being no appeal pending therefrom or the time for appeal having elapsed?
Any plea of nolo contendere shall be considered a conviction.
- No ☐
- Yes ☐ If yes, list the felony conviction(s). Attach your original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.


 **See page 3 of this application for information on how to obtain the required police and court records.**

10. Have you ever violated the fair housing laws of any jurisdiction?
- No ☐
- Yes ☐ If yes, list the violation and attach a certified copy of the final order, decree, case decision or conciliation agreement by a court or regulatory agency with lawful authority to issue such order, decree, decision or agreement.
11. Do you have any other **active** Virginia Real Estate Broker licenses?
- No ☐
- Yes ☐ If yes, please complete the following table

Broker License Number	Associate (AB) or Principal (PB)	Firm Name & Trade Name	Firm License Number
	AB <input type="checkbox"/> * PB <input type="checkbox"/>		
	AB <input type="checkbox"/> * PB <input type="checkbox"/>		

QUESTIONS #13 THROUGH #18 REFER TO THE NEW FIRM OR SOLE PROPRIETORSHIP WITH WHOM YOU WILL BE AFFILIATED. ALL QUESTIONS MUST BE ANSWERED OR THE APPLICATION WILL NOT BE PROCESSED.

12. Firm/Sole Proprietorship Name _____
13. Trade Name _____
14. Firm/Sole Proprietorship Street Address _____
City, State, Zip Code _____
15. Firm/Sole Proprietorship E-mail Address _____
Telephone _____ Facsimile _____
16. Is the real estate firm listed in #12 a **new** business?
- Yes ☐ If yes, **and the firm is not a broker-owned sole proprietorship**, the firm must also submit a completed **REAL ESTATE FIRM LICENSE APPLICATION** prior to the Board issuing your broker license. Skip to #18.
- No ☐ If no, **and you are applying as the new principal broker**, the firm must also submit a completed **CHANGE OF PRINCIPAL BROKER APPLICATION** prior to the Board issuing your broker license.
17. Firm's **(10-digit)** Virginia Real Estate License Number 0226- (not required for sole proprietors)

 **If you are applying as a Sole Proprietor trading under a fictitious name, you must attach a copy of the certificate filed with the Clerk of the Court in the locality where you will be conducting business.**

18. What type of license are you requesting? (Select **only one**)
- Salesperson ☐
- Associate Broker ☐
- Principal Broker ☐ If checked, skip to #22.
- Sole Proprietorship ☐ If checked, skip to #22.
19. Firm/Sole Proprietorship's Principal Broker _____
First Middle Last Generation
20. Principal Broker's **(10-digit)** Virginia Real Estate License Number 0225-

21. Broker's Statement (must be completed by either the principal or supervising broker with signatory authority who will be responsible for the applicant's real estate activities)

I, _____, authorize _____
Print Name of Principal or Supervising Broker VA (10-digit) Real Estate License No. of Principal or Supervising Broker Applicant's Name

to apply for a license as a real estate salesperson ☐ or associate broker ☐ with the real estate firm listed in #12, and I hereby assume responsibility for the licensee pursuant to Title 54.1, Chapter 21, of the *Code of Virginia* and the *Real Estate Board Regulations*.

Signature of Broker

APPLICATIONS AND SIGNATURES MUST BE ORIGINAL. FAXES AND COPIES WILL NOT BE ACCEPTED.

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Real Estate License, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agent and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance in your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

22. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if I am subject to any disciplinary action or convicted of any felony charges, misdemeanor charges or fair housing violations (in any jurisdiction) prior to receiving the requested license. I also certify that I understand, and have complied with, all the laws of Virginia related to real estate licensure under the provisions of Title 54.1, Chapter 21 of the *Code of Virginia* and the *Virginia Real Estate Board Regulations*.

Signature _____

Date _____

APPLICATIONS AND SIGNATURES MUST BE ORIGINAL. FAXES AND COPIES WILL NOT BE ACCEPTED.

- * State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

Instructions on Obtaining Court and Criminal History Records

Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472.

Applicants with criminal convictions and/or license disciplinary actions will be considered by the Real Estate Board, which requires an additional two to three months of processing and review time.

Education Requirements

If you are a salesperson who has renewed your license at least once before, a total of 16 hours of continuing education is required to activate your license. You must complete at least 2 hours in Fair Housing, 3 hours in Ethics & Standards of Conduct, 1 hour in Real Estate Agency, 1 hour in Real Estate Contracts, and 1 hour in Legal Updates. The remaining 8 hours may be in Real Estate Related Subjects or in the specific continuing education subjects mentioned earlier in this paragraph.

*Note – New salespersons must complete 30 hours of post license education to renew their license for the first time. Post license education and continuing education are completely different types of Board-approved education. Post license education cannot be used to activate your license.

If you are a broker, a total of 24 hours of continuing education is required to activate your license. You must complete at least 2 hours in Fair Housing, 3 hours in Ethics & Standards of Conduct, 1 hour in Real Estate Agency, 1 hour in Real Estate Contracts, 1 hour in Legal Updates and 8 hours in Broker Management. The remaining 8 hours may be in Real Estate Related Subjects or in the specific continuing education subjects mentioned earlier in this paragraph.

In addition to these continuing education hours, all salespersons and brokers who activate their license before July 1, 2009, must complete a one-time two-hour course in Limited Service Agency.

If your license is inactive for more than three (3) years, you must have at one time completed the current pre-license education requirements for salesperson (60 hours of "Principles of Real Estate Course") and brokers (180 hours of specific courses) to activate your license. Proof of education must be submitted with this application.